United Nations ST/IC/2006/36

Secretariat

7 September 2006

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Additional arrangements for admission to the premises at United Nations Headquarters during the general debate of the sixty-first session of the General Assembly, 19 September through 29 September 2006**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the general debate of the sixty-first session of the General Assembly, from Tuesday, 19 September, through Friday, 29 September 2006. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 18 September, through Friday, 29 September 2006. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At the present time, it is expected that on the weekend of 23 and 24 September, First Avenue will be open to vehicular traffic.

2. The United Nations will be closed to the public from 4 p.m. Sunday, 17 September, through 9.30 a.m. Saturday, 30 September 2006. During this period, regular guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on the weekend of 30 September and 1 October 2006, when guided tours will resume a regular schedule.

3. During the general debate, individuals holding courtesy, temporary (non-photo) and recreational club passes will not be given access to the United Nations complex. In addition, outside messengers, guests and holders of library building passes will not be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Unless it is essential to conduct official

* Expiration date of the present information circular: 29 September 2006.

06-49189 (E) 150906

business at the Secretariat, staff members who work in United Nations annex buildings are advised to use the pedestrian crossing point at 46th Street to enter the United Nations premises from Monday, 18 September, through Friday, 29 September 2006.

Access through the Delegates' Entrance

4. During the sixty-first session, as a result of the constant flow of motorcades and other vehicular traffic, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed for normal use. The south side of the 46th Street and First Avenue entrance will be reserved for pedestrian use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Access for representatives of non-governmental organizations, the media, retirees, staff, affiliates and interns

5. A screening and accreditation centre has been installed in a tent located at the 47th Street entrance near the North Lawn area. Representatives of non-governmental organizations, the media, affiliates and interns will use the 46th Street crossing point and will be directed north to the 47th Street gate and the North Lawn facility for accreditation, as necessary, and for security screening. They will use the special access walkway next to the globe sculpture (gift of Italy), to enter the General Assembly Building from the Visitors' Plaza, at the east Canadian doors.

6. Access arrangements for representatives of non-governmental organizations shall be through the entrance at 47th Street and First Avenue, where they will be subject to security screening. Those who are not yet accredited will be required to go through an accreditation and screening process at the North Lawn facility. Representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to a limited number of seats reserved for them on the fourth balcony of the General Assembly Hall.

7. Members of the media who are not yet accredited will be required to go through an accreditation and screening process at the North Lawn facility. Magnetometer and X-ray screening of media equipment will be conducted at the facility. In connection with the closure of First Avenue, the traffic median (media island) at 46th Street and First Avenue will be used by satellite communication vehicles and their personnel.

8. Staff members and retirees using the 46th Street crossing point will be directed to the 46th Street visitors' gate. Staff members will enter the General Assembly Building from the Visitors' Plaza, at the west Canadian doors.

Access to restricted areas

9. During the general debate, access to the second floor of both the General Assembly and Conference Buildings will require secondary passes. Access to these areas will be given to those bearing United Nations building passes and colour-coded access passes (secondary passes) issued for the duration of the general debate in accordance with established procedures. The bilateral meeting areas are located on the second and third balconies of the General Assembly Building and in the General Assembly Building lobby. Those areas will be reserved for members of

delegations and staff conducting official business and will require proper United Nations building passes for access.

10. The North Lounge on the second floor of the Conference Building will be accessible to staff members with secondary passes who are conducting official business in the lounge during the general debate. The South Lounge will be utilized during this period as an area for delegations to hold informal interviews with the press. Therefore, access to the South Lounge is restricted to accredited members of the media and members of delegations invited for interviews.

11. To the extent that space is available, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

12. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to vehicular traffic from Monday, 18 September, to Friday, 29 September. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their building passes. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Please allow additional time to clear the checkpoint.

13. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing point and the checkpoint at the south-east corner of 48th Street.

14. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the DC-1 Building, on 44th Street and First Avenue.

15. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 4 a.m. on Monday, 18 September, until the close of business on Friday, 29 September 2006. The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

Alternative access route

16. Passenger vehicles with valid authorization to park in the United Nations garage will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance.

17. On Monday, 18 September 2006, there will be only one vehicular access route to the United Nations garage. Vehicles must proceed east on 42nd Street to First

Avenue, make a left and form a line in the easternmost lane in front of the United Nations complex and proceed to the 48th Street garage entrance.

18. On subsequent days, the following access routes will be in effect:

(a) Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From that location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance;

(b) Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters by travelling southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year the route will be available from 4 a.m. on Tuesday, 19 September, through Friday, 22 September; it will be closed during the weekend of 23 and 24 September, and will reopen from Monday, 25 September, until the close of business on Friday, 29 September 2006. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day.

Closure of the garage

19. For security reasons, the garage will be closed for parking from 8 p.m. on Sunday, 17 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 18 September. All vehicles must be removed not later than 8 p.m. on Sunday, 17 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

20. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 17 September, parking has been allocated for properly identified vehicles along both sides of First Avenue, from 51st to 56th Streets, from 8 p.m. on Sunday, 17 September, to 8 a.m. on Monday, 18 September 2006. A special parking decal, which can be obtained from the Garage Administration, should be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government.

Vehicle security checks

21. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 18 September, through Friday, 29 September. All vehicles entering the garage are subject to search. Significant delays should be expected. Please limit the contents inside vehicle trunks to expedite security clearance.

Dining room, other catering facilities and commercial operations

22. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will

be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for the week of Monday, 18 September, to Friday, 22 September, Saturday, 23 September, and the week of Monday, 25 September, through Friday, 29 September 2006, will be as follows:

Cafeteria (Secretariat Building, first floor)

Monday-Friday (18 September-22 September)	7 a.m.-8.30 p.m.
Saturday (16 and 23 September)	9 a.m.-3 p.m.
Monday-Friday (25 September-29 September)	7 a.m.-8.30 p.m.

Staff Cafe (Conference Building, fourth floor)

Monday-Friday (18 September-29 September)	12 noon-3 p.m.

Cafe Austria (Conference Building, first basement)

Monday-Friday (18 September-29 September)	8 a.m.-6 p.m.

UNCA Club

Monday-Friday (18 September-22 September)	9 a.m.-4 p.m.

UNDC-1 Cafeteria, third floor

Monday-Friday (18 September-29 September)	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Monday-Friday (18 September-29 September)	8.30 a.m.-4.30 p.m.

23. The Delegates' Dining Room will be open from Monday to Friday, 18 September to 29 September, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixty-first session of the General Assembly. During that period reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies. Note also that during the period 18 September to 22 September, no guest without prior United Nations accreditation may be invited to these functions.